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MINUTES

The Town of Manteo Board of Commissioners held their Recessed June 15, 2022 meeting at 5:00 p.m. at 407 Budleigh Street, Manteo, NC.

The following members were present:

Mayor Bobby Owens
Mayor Pro-Tem Betty Selby
Commissioner Tod Clissold
Commissioner Eddie Mann
Commissioner Sherry Wickstrom

The following members were absent:

Commissioner Darrell Collins
Commissioner Ruth Stetson

Also present at the meeting were:

Town Manager Melissa Dickerson
Town Clerk Jamie Whitley
Attorney Ben Gallop

Mayor Bobby Owens called the meeting to order at 5:02 p.m. Town Manager Melissa Dickerson conducted a roll call and Mayor Owens declared that a quorum was present.

ORGANIZATIONAL MEETING

SUBJECT: Administer Oath of Office to Tod Clissold

Town Clerk Jamie Whitley administered the Oath of Office to Commissioner Tod Clissold.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: A motion was made by Commissioner Mann and seconded by Commissioner Wickstrom to adopt the agenda as presented and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Wickstrom, and Clissold. Nays: None. Absent: Commissioners Collins and Stetson. **Motion carried.**

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended

MOTION: A motion was made by Commissioner Wickstrom and seconded by Commissioner Clissold to approve the Consent Agenda with the following items: Contract with Hornthal, Riley, Ellis & Maland, L.L.P. and Town Attorney Contract and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Wickstrom, and Clissold. Nays: None. Absent: Commissioners Collins and Stetson. **Motion carried.**

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PRESENTATIONS & REPORTS

SUBJECT: Employee Introduction

Town Manager Dickerson announced that we have a new Town Planner named Matt Farmer. He has been teleworking for about a month but he did arrive in Manteo over the weekend and is living here in Town temporarily until he moves into a long-term rental later in the Summer. Matt has 15 years of experience and will be a huge asset to the planning department. She is thrilled that on Monday morning, he wrote two new construction permits upon arrival. We are getting him up to speed and he seems to fit in just fine. The Board will meet him at the next meeting.

SUBJECT: Department Head Reports

The Department Heads gave their department head reports to the Board of Commissioners in person and were accompanied by a slideshow.

Finance Department - Finance Director Heather Doughtie

- The Exit Audit was performed on May 31st and June 1st by Thompson, Price, Scott & Adams. Their findings report should be delivered within the next month.
- Premiums with Blue Cross Blue Shield will increase by 2% this year at renewal
- Town employees have been advised to participate in a beneficiary review for their ORBIT & Prudential accounts.
- She enrolled in Central Piedmont Community College.

Public Works Department - Public Works Director Frankie Woodley

- Mr. Woodley stated for General Operations, he and his staff attended Kids Fest with the backhoe and gave away miniature roll carts and excavators.
- Removed grass from bump-outs along W Sir Walter Raleigh St.
- Trimmed around speed limit sign on W Fernando St.
- Trimmed around the watch for children on Ananias Dare St.
- Mulched Collis playground.
- Continue removing trash and debris along the causeway.
- Alvin Sheppard and Robbie Norman attended the American Public Works Association (APWA) Leadership and Management Conference.

Mayor Pro-Tem Selby asked if Collis Park was dog friendly because she is seeing a lot of dogs there.

Water and Sewer Department - Water and Sewer Director Josh O'Brien

- Mr. O'Brien started his presentation with the Water and Sewer Department's Operation, Maintenance, Inspection, and Billing snapshot for May.
- They completed the annual wet well cleaning at the Roanoak Village pump station.
- They completed annual tank cleaning for filter number one and tank cleaning for filter number two at the wastewater treatment plant.
- They replaced a couple of air conditioning control panel units at the waterfront and Boswertown pump stations, which are the two largest pump stations. This will help to keep

- all the electronics and electric equipment nice and cool.
- They had electrical repairs at the wastewater treatment plant including replacing the main breaker for the aerobic digester plant.
 - They replaced the thermal overload relay for our wasting pump number two. They replaced the motor contactor and thermal overload relay filter number one wash water pump along with replacing a wash water pump.
 - We received our compliance inspection from the North Carolina Department of Environmental Quality Division of Water Resources Water Quality Regional Operations Section. We were found to be in compliance.
 - There was a water main break on the highway at the intersection of US64 and Bowsertown Road. With these emergencies, you have to drop everything immediately and respond. He is very proud of everyone that was involved in the response not just the Water and Sewer Department but Public Works, the Police Department, the Town Manager, Michele Bunce helping with all the public information as well as NCDOT (North Carolina Department of Transportation). We had assistance from several different agencies. We called Hatchell Concrete in as an emergency contractor to help with the repair.
 - There was a six-inch cast-iron water main from about the 1950s that cracked in half so they put the appropriate repair couplings on the new pipe in between. Whoever put it in a long time ago, put it on top of the concrete culvert so the weight of the traffic over time caused it to break.
 - They are hoping that with weather permitting to have a hot mix asphalt patch going in tomorrow.

Police Department – Lieutenant (Lt.) Brad Eilert

- Chief Haskett attended a Practicing Proactive Wellness training and the Incorporating Co-Responses Partnering with Community Professionals workshop. He attended the Town Safety Committee meeting and the Dare Days staff meeting.
- Lieutenant Eilert instructed Speed Measuring Instrument Courses for MPD and surrounding jurisdictions at Nags Head Police Department (PD) and COA (College of the Albemarle) in Barco. He assisted with Fun Run and Cupcake 5K and with the Mandatory LE In-service training. He attended Intox EC/IR II Recertification and attended Flex CAD classes held at Dare Emergency Operations Center (EOC).
- Investigator Moore attended Glock Armorer Recertification in New Bern. He attended Introduction to Illicit Internet Drug Sales Online and Introduction to Narcotics Trafficking Online.
- Investigator Corbin attended LIDAR Training and Advanced Roadside Impaired Driving Enforcement Training. He assisted with Fun Run and Cupcake 5K. He attended Dark Web and Crypto Currency Training at Fort Bragg.
- Officer Land assisted with Fun Run and Cupcake 5K and attended Mandatory LE In-Service Training.
- Officer Deaton attended Online Human Trafficking Training through North Carolina Justice Academy. He obtained bicycle helmets through North Carolina Governor's Highway State Patrol to disperse during Bike Safety events.
- Officer Rhoads instructed Mandatory LE In-service Training for MPD Officers.
- Officer Lassen assisted Dare County Sheriff's Office (DCSO) School Resource Officer

(SRO) Wainwright with Manteo Elementary School Lockdown Drill. He attended LIDAR Training, Advanced Roadside Impaired Driving Enforcement Training, and Mandatory LE In-Service Training.

- Officer Grogan assisted DCSO SRO Wainwright with Manteo Elementary School Lockdown Drill. He attended Advanced Roadside Impaired Driving Enforcement Training and assisted with the MES Kindergarten Kick-Off/Registration.
- Criminal and Traffic Report for April
 - Citations - 63
 - Investigations – 16 (14 - Closed and 2 - Open)
 - Ordinance Violation - 4
 - Warning Tickets - 26
- Central Communications Report for May
 - 1,991 self-initiated calls
 - 147 dispatched calls
 - Total = 2,138 calls for service

Chief Haskett replied to Mayor Pro-Tem Selby's questions about whether or not Collis Park was dog friendly. He replied that dogs are allowed there but they have to be on a leash or under voice command from their owner.

Community and Economic Development Department – Program Manager Michele Bunce

- The downtown market started on May 15th and it will run until September 17th. It runs from 9:00 a.m. to 1:00 p.m. This is a change from last year that was suggested by the vendors and visitors of the market.
- Last year, we had around 32 applications and this year we have 70 plus they are still coming in which is great.
- We have vendors such as Mr. C, who you'll see at RD Sawyer's a lot. He is the main produce vendor and we have some more coming in this month. We have high school girls that have a booth for the market and a booth for Dare Days. We are happy to have the youth participate because that was one of the goals of the downtown market subcommittee.
- The DAC (Downtown Associates Community Program) has a lot of work going on. She wished that the economic plan would have come before the Board tonight but the changes that were made need to go to the core team first for review.
- She attended the Main Street Now Conference that was held in Richmond at the Hilton Richmond located downtown. It was the old Miller and Rose Department Store.
- She recognized the members of the DAC that were present: Tanya Lamo, North Carolina Cooperative Extension Office of Dare County, Jamie Anderson, Downtown Bookstore, and Bill Massey, who does a little of everything in the Town.

Commissioner Clissold asked Ms. Bunce to take a few minutes to talk about Main Street.

Ms. Bunce explained that the main street the Downtown Associate Community (DAC) Program is the official pathway to the Main Street Program. You have to be designated as a DAC first before entering the program. The program itself is a community economic development program that is based on historic preservation. It's based on a four-point approach which is promotion, design, economic vitality, and organization. We were developing the economic development plan based on

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those four points and creating strategies, goals, objectives, and action lines. There are a lot of resources that they have that they provide in addition to just various programs. The state will be open to performing a market analysis and a retail analysis for the town for free which is great because those are very costly. We'll be having those later in the year and then also there are a lot of grants out there that are currently not available to the town because we were not in the Main Street Program. This will be a huge benefit to the town and the businesses here in this town. We become a Mainstreet on July 1st and there will be a lot of different opportunities that will open up to help our businesses and new businesses and help attract investment into the town as they see things developing in the town and new growth that will attract more attention and hopefully more investment.

Planning Department – Interim Town Manager/Town Planner Melissa Dickerson

- Ms. Dickerson gave the Board an update on the Planning Department because the new planner is not with us tonight
- Last night, the planning board was to hear a special use permit amendment application from ML Master LLC, which is SAGA, for Marshes Light. Over the weekend, they asked to pull their application and we expect them to resubmit at a later date so that was not on the agenda last night.
- A couple that is building a single-family home over on Barlowe Street did attend the meeting and presented an application to fill a water hole on their property which originally appeared on the site plan. It's just an indentation where somebody dug a hole on the property and the previous owner left the dirt. They wanted to fill that hole so they have a level backyard. They hired an engineer to do the site plan to show the plan for fill and received confirmation from the Corps of Engineers that there were no wetland species in that hole. They had to get approval from the planning board because they are adding more than a foot of fill to get that level elevation in their backyard. The planning board did approve that last night and things will be moving forward.
- We continue to move forward with the town common bathroom construction. The plumbing has been installed and several things are happening inside the building. We are waiting on the windows.
- We are seeing some slow but good progress at the pump station. The framing crews have been out there the last few days. They've installed some scaffolding so things seem to be moving along on that project as well.

Commissioner Clissold asked if there was a rendering of that building?

Manager Dickerson replied that we have asked Green Engineering to help us get one. There's a black and white elevation shot but she is working with Green Engineering on getting that. The graphic artist that they use is a little bit backed up so we are on their waiting list. We may be able to see it in person before we get that rendering. It is going to mimic the architecture of the Ella View shed and the boathouse.

Waterfront Operations Department - Operations Manager Barry Wickre

- Mr. Wickre stated that Sailing Camp begins June 13th and it is the 23rd year.
- They had 66 Transient boats visited the marina during the month.
- The annual revenue was \$10,000.
- The average night's stay was 2 nights

- There was 99% occupancy for Memorial Day weekend.
- 19 boats canceled their reservation due to weather.

SUBJECT: Town of Manteo Speed Limits

Manager Dickerson gave an introduction on the issue of speed limit signs in Manteo. The ordinance states that on streets in the town the posted speed limit shall be 20 miles per hour except for the highway. Those are the rules that have been enforced in the town since the early 70s. Recently, NCDOT contacted Manager Dickerson and said that to have a speed limit lower than 35 miles per hour on NCDOT streets, we need to have an agreement in place with them for that lower speed limit. We do not have those agreements in place with NCDOT so it's created a bit of confusion.

She noted that per NCDOT, the Cora Mae Basnight bridge is 55 miles per hour. There are some things about the map that do not make practical sense. She is bringing this matter to Board because she has heard concerns about people receiving speeding tickets on streets where they did not believe that the speed limit was 20 miles per hour and NCDOT does have the speed limit posted as 35 miles per hour. The first thing she did when she received the communication from NCDOT was to share it with Chief Haskett. Chief Haskett has been in contact with the Sheriff about it because many streets outside of our jurisdiction also have incredibly high-speed limits. She asked the Board for guidance on whether or not they would like her to pursue some agreements with NCDOT. She has Chief Haskett here to answer any questions that the Board may have regarding his concerns on speed limits on those streets.

It's going to take some time to develop those agreements and the Board will have to take action to approve them once we figure out what they look like. She knows everybody here has ideas about what they'd like to see.

Commissioner Wickstrom asked what criteria NCDOT uses when accepting speed limits that are not typical. How do we prove it to NCDOT and how do they let us know that it's okay to have 20 miles per hour, for example, when usually it would be 35.

Manager Dickerson replied that there are probably several data points that they use to determine that but she thinks that is a valuable question and she will ask them because she doesn't know the specific answer.

Commissioner Mann requested a traffic map to look at stop signs, not just speed limits as well to make sure whatever stop signs that we have coincided with the NCDOT map. If it's not on the NCDOT map then it's not necessarily enforceable by law enforcement.

Commissioner Clissold asked if NCDOT offers a service to do a study on Bowserstown Road or the main roads. Can they offer a service and give us their recommendation and then the Board discusses it and see if they can mediate and come up with something that makes the community happy.

Chief Haskett voiced his concerns about the speed limits and the impact it is having on his officers.

Mayor Owens suggested that the Police Department stop giving warning tickets and give speeders tickets for speeding as a way to reduce speeding.

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Manager Dickerson stated that we weren't able to get that map printed but she will send the Board the links so they can see it is.

The Board decided to work with the state and asked the Town Manager to ask for assistance with coming up with a plan.

PUBLIC COMMENTS

Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.

Malcolm Fearing - He gave the Town congratulations on Dare Days and congratulated Tod Clissold on his appointment as Commissioner. He came to discuss the Healthcare crisis that is taking place in Manteo. He stated that over 3,000 people received a letter that Outer Banks Family Medicine in Manteo will not be providing care anymore. He came to the Board to ask for their help with this situation.

Jamie Anderson, Downtown Books - She wanted to congratulate the Town of Dare Days. She was skeptical about it being at Festival Park and she wanted to admit that she was wrong and that having it at Festival Park was a great idea.

Charles Massey - He stated that the medical situation is important and people are going to stop moving here. This is not a town to invest in. He grew up 10 minutes from healthcare. Having to travel two to three hours for medical services is a major problem. It's going to backfire.

Dr. Holton - He came to support Tod. Clissold. He stated that the community needs to help get physicians to come here. Commissioners need to be invested in the problem.

NEW BUSINESS

SUBJECT: Town of Manteo Mainstreet Advisory Board Ordinance

The Town of Manteo applied for the Downtown Associate Community (DAC) program in 2019 and was officially selected as one of six communities to participate in the program in early 2020. The DAC is the official pathway for the Town of Manteo to gain entrance into the prestigious Main Street program administered by the NC Department of Commerce through the NC Main Street & Rural Planning Center.

Highlights of the Main Street Program:

- Balances economic development with historic preservation.
- The four-Point approach utilizes the concepts of Design, Economic Vitality, Promotion,

and Organization to help foster sustainable economic growth.

- Allows the community to find ways to highlight the rich history of the Town while promoting what it has to offer and what truly makes it special.
- Brings together a complex blend of uses, creating an economically self-sustaining ecosystem of retail businesses, personal and professional services, government, entertainment, dining, industry, worship, lodging, and public gathering.

It was requested that the Board adopts a resolution amending the Code of Ordinances to establish an Advisory Board for the Town of Manteo's Main Street Program. This will need to be approved before appointing the Advisory Board.

MOTION: A motion was made by Commissioner Wickstrom and seconded by Mayor Pro-Tem Selby to adopt the Town of Manteo Mainstreet Advisory Board Ordinance and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Wickstrom, and Clissold. Nays: None. Absent: Commissioners Collins and Stetson. **Motion carried.**

SUBJECT: Appointment of Town of Manteo Mainstreet Advisory Board Members

A Core Team made up of seven (7) members played an integral role in community engagement and have worked tirelessly in the development of the Economic Development Implementation Plan. A requirement of the Main Street program is the appointment of an Advisory Board for the Town of Manteo Main Street Program. This Board of Directors will be known as the Town of Manteo Main Street Advisory Board and will consist of no less than seven (7) members and no more than (10) members with staggered terms. There will be a Chair and Vice-Chair, which will both be voted upon by the Advisory Board at their first meeting. They will hold a minimum of six (6) meetings per year with the opportunity to call special meetings as needed. It is recommended that the current Core Team members be appointed to the Town of Manteo Main Street Advisory Board with the potential of new appointments upon the Board of Commissioner's request.

The current Core Team members are Rashad Daniels, Tanya Lamo, Jessica Sands, Bill Massey, Jamie Anderson, Lauren Borland, Commissioner Sherry Wickstrom, BOC Liaison Jason Borland) The Economic Development Implementation Plan mentioned above sets forth strategies, goals, objectives, and actions necessary to achieve the Town's community and economic development goals. It focuses on new and innovative strategies, leveraging partnerships, and collaboration. The Economic Development Implementation Plan will help the Town envision ways we can all come together to attract new investment, grow the local business community, and therefore create more jobs. Earning the Main Street designation will only strengthen the Town's efforts to build upon its unique characteristics and support a vibrant business community that meets today's needs while preserving our historic fabric. The Board needs to appoint members to the newly formed advisory board.

Mayor Owens wanted to make sure that we have people on the board that are not the same people that are always on the boards. He wanted to get away from the good ole boy system.

MOTION: A motion was made by Commissioner Clissold and seconded by Mayor Pro-Tem Selby to appoint Rashad Daniels, Tanya Lamo, Jessica Sands, Bill Massey, and Jamie Anderson to the Town of Manteo Mainstreet Advisory Board and was approved by the following vote: Ayes:

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Mayor Pro-Tem Selby, Commissioners Mann, Wickstrom, and Clissold. Nays: None. Absent: Commissioners Collins and Stetson. **Motion carried.**

SUBJECT: Consideration of Employee Emergency Pay Policy Resolution

This will be an update to the Town's Personnel Policy to provide eligible employees with emergency paid sick leave.

MOTION: A motion was made by Commissioner Clissold and seconded by Commissioner Wickstrom to adopt the Town of Manteo Mainstreet Advisory Board Ordinance and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Wickstrom, and Clissold. Nays: None. Absent: Commissioners Collins and Stetson. **Motion carried.**

MAYOR'S/COMMISSIONERS COMMENTS

Mayor Owens: He served 10 years on Vidant's Board of Directors and the bottom line is money. We don't know what is going on.

Mayor Pro-Tem Selby: She agrees with Mr. Fearing that we are in a Health State of Emergency. She suggested a table talk because we need action this week. She stated, "Don't talk about it, act on it."

Commissioner Mann: He agrees with Mayor-Pro Tem Selby that we need to figure out how we can help.

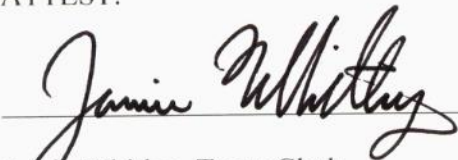
Commissioner Clissold: He received a letter and he thinks this is an out-of-the-box problem.

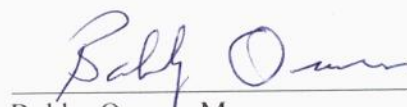
Commissioner Wickstrom: She suggested having a community conversation and bringing the people and decision-makers together. She commended the work done on the Mainstreet Program.

There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Mann and seconded by Commissioner Wickstrom and the meeting was adjourned at 6:54 p.m. and was approved by the following vote: Ayes: Mayor Pro-Tem Selby, Commissioners Mann, Wickstrom, and Clissold. Nays: None. Absent: Commissioners Collins and Stetson. **Motion carried.**

This the 15th day of June 2022.

ATTEST:

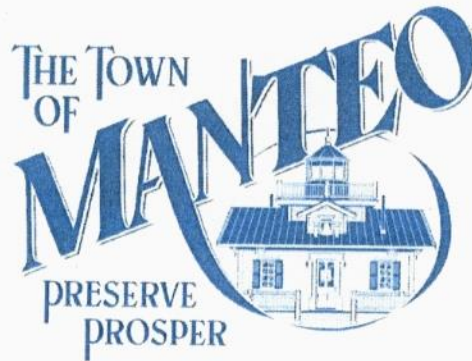

Jamie Whitley, Town Clerk


Bobby Owens, Mayor



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1
2
3 **AN ORDINANCE AMENDING THE CODE OF ORDINANCES**
4 **OF THE TOWN OF MANTEO, NORTH CAROLINA TO ESTABLISH AN**
5 **ADVISORY BOARD FOR THE TOWN OF MANTEO'S MAINSTREET**
6 **PROGRAM**

7 **Proposed Code of Ordinances Text Amendment 2022-02 COD**
8

9 **ARTICLE I. Purpose(s) and Authority.**
10

11 **WHEREAS**, pursuant to N.C.G.S. § 160A-174, the Town of Manteo (the "Town")
12 may enact and amend ordinances that define, prohibit, regulate, or abate acts, omissions,
13 or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and
14 dignity of the city, and may define and abate nuisances within its jurisdiction. Pursuant to
15 this authority, the Town has codified such ordinances within the Town's Code of
16 Ordinances (the "Town Code"); and
17

18 **WHEREAS**, the Town finds that the establishment of a Mainstreet Program will
19 be beneficial to the health, safety, or welfare of its citizens by promoting community
20 engagement through community and economic development; and
21

22 **WHEREAS**, the Town further finds that in accordance with the findings above it
23 is in the interest of and not contrary to the public's health, safety, morals, and general
24 welfare for the Town to amend the Town Code as stated below.
25

26 **ARTICLE II. Construction.**
27

28 For purposes of this ordinance amendment, underlined words (underline) shall be
29 considered as additions to existing Town Code language and strikethrough words
30 (~~strikethrough~~) shall be considered deletions to the existing language. Any portions of the
31 adopted Town Code which are not repeated herein, but are instead replaced by an ellipsis
32 ("...") shall remain as they currently exist within the Town Code.
33

34 **ARTICLE III. Amendment of Town Code.**
35

36 **NOW, THEREFORE, BE IT ORDAINED** by the Town Board of Commissioners of the
37 Town of Manteo, North Carolina, that the Town Code be amended as follows:
38

1 **PART I.** That the Code of Ordinances, Town of Manteo, North Carolina, is hereby
2 amended by adding a division, to be numbered 8, to Chap. 2, Art. IV which
3 division reads as follows:
4

5 **DIVISION 8. - BOARD OF ADVISORS FOR MAINSTREET**
6 **PROGRAM**
7

8 **Sec. 2-271. - Purpose.**
9

10 The purpose of the Board of Advisors for the Mainstreet Program is to provide
11 advice, feedback, and suggestions regarding the Town's Mainstreet Program.
12

13 **Sec. 2-272. - Membership and Terms.**
14

15 The advisory board shall consist of at least seven and not more than ten
16 members appointed by the Town of Manteo Board of Commissioners. Members
17 shall serve terms of two years. Terms shall be staggered. A Liaison from the
18 Board of Commissioners shall be appointed.
19

20 **Sec. 2-273. - Meetings and Administration.**
21

22 The committee shall meet at least six times per year. The Town Manager shall
23 designate a member of staff to attend the meetings of the Advisory
24 Board, whose responsibility it shall be to keep official records, prepare
25 minutes of the meetings, and provide notification of the meetings.
26

27 **Secs. 2-274- 2-280. - Reserved.**
28

29 **ARTICLE IV. Severability.**
30

31 All Town ordinances or parts of ordinances in conflict with this ordinance amendment are
32 hereby repealed. Should a court of competent jurisdiction declare this ordinance
33 amendment or any part thereof to be invalid, such decision shall not affect the remaining
34 provisions of this ordinance amendment nor the Zoning Ordinance or Town Code of the
35 Town of Manteo, North Carolina which shall remain in full force and effect.
36

37 **ARTICLE VI. Effective Date.**
38

39 This ordinance amendment shall be in full force and effect from and after the 15th day of
40 June, 2022.
41

42
43 **ATTEST:**

44 Jamie Whitley, Town Clerk
45

Bobby Owens
Bobby Owens, Mayor



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- 1 Date adopted: June 15, 2022
- 2 Motion to adopt by Commissioner Wickstrom
- 3 Motion seconded by Commissioner Selby
- 4 Vote: 4 AYES 0 NAYS
- 5

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**A RESOLUTION TO AMEND THE PERSONNEL POLICY
OF THE TOWN OF MANTEO, NORTH CAROLINA TO ADD A POLICY FOR
EMERGENCY PAID SICK LEAVE**

ARTICLE I. Purpose(s) and Authority.

WHEREAS, pursuant to N.C.G.S. § 160A-164, the Town of Manteo (the "Town") may adopt or provide for rules and regulations or ordinances concerning but not limited to annual leave, sick leave, special leave with full pay or with partial pay supplementing workers' compensation payments for employees injured in accidents arising out of and in the course of employment, hours of employment, holidays, working conditions, service award and incentive award programs, other personnel policies, and any other measures that promote the hiring and retention of capable, diligent, and honest career employees. The Town has adopted a Personnel Policy (the "Policy"); and

WHEREAS, the Town further finds that in accordance with the findings above it is in the interest of and not contrary to the public's health, safety, morals and general welfare for the Town to amend the Personnel Policy as stated below.

ARTICLE II. Construction.

For purposes of this amendment, underlined words (underline) shall be considered as additions to existing Policy language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. Any portions of the adopted Policy which are not repeated herein, but are instead replaced by an ellipses ("...") shall remain as they currently exist within the Policy.

ARTICLE III. Amendment of Personnel Policy

NOW, THEREFORE, BE IT ORDAINED by the Town Board of Commissioners of the Town of Manteo, North Carolina, that the Personnel Policy be amended as follows:

PART I. That Article VII. HOLIDAYS AND LEAVES OF ABSENCE of the Personnel Policy, Town of Manteo, North Carolina, is hereby amended to read as follows:

SECTION 26. POLICY FOR EMERGENCY PAID SICK LEAVE

The Town provides eligible employees with emergency paid sick leave. This leave is governed by different rules, as set forth below.

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1
2
3 A. Eligibility

4 All classes of employees are eligible for emergency paid sick leave. All
5 employees are eligible for emergency paid sick leave under this policy
6 regardless of the length of their employment.

7
8 B. Reason for Emergency Paid Sick Leave

9 You may take Emergency Paid Sick Leave if you are unable to work (or
10 telework, if allowed) due to a need for leave because:

- 11
12 1. You are subject to a federal, state, or local quarantine or
13 recommended isolation order related to COVID-19;
14 2. You have been advised by a health care provider to self-quarantine
15 due to concerns related to COVID-19;
16 3. You are experiencing symptoms of COVID-19 and are seeking a
17 medical diagnosis;
18 4. You are caring for an individual who is subject to an order as
19 described in 1, above or who has been advised to quarantine or
20 isolate due to concerns related to COVID-19;
21 5. You are caring for your own child (i) because their school or place
22 of care is closed, or (ii) because your child's childcare provider is
23 unavailable due to COVID-19 precautions; or
24 6. You are experiencing substantially similar conditions as specified
25 by the Secretary of Health and Human Services, in consultation with
26 the Secretaries of Labor and Treasury.

27
28 C. Duration/Compensation

29 Employees are entitled to Emergency Paid Sick Leave:

- 30
31 1. Full-time employees: Up to 80 hours of pay at their regular pay rate
32 2. Part-time employees: Emergency Paid Sick Leave provided under
33 this Policy is calculated based on the number of hours the employee
34 works, on average, over a two-week period. Except in extraordinary
35 circumstances, the two-week period used will be the two full weeks
36 immediately preceding the date the leave is requested.

37
38 D. Leave Rules

- 39 1. You may elect to use Emergency Paid Sick Leave before using any
40 accrued paid leave. You are not required to use any other paid leave
41 before using Emergency Paid Sick Leave.
42 2. Emergency Paid Sick Leave provided under this Policy cannot be
43 carried over and will not be paid out upon termination.

44
45 E. Requesting Emergency Paid Sick Leave

46 If you need to take Emergency Paid Sick Leave, provide notice to your
supervisor.

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F. General Provisions

1. Retaliation

The Town will not retaliate against any employee who requests or takes Emergency Paid Sick Leave in accordance with this policy.

ARTICLE VI. Effective Date.

This amendment shall be in full force and effect from and after the 25th day of May, 2022

Bobby Owens
Bobby Owens, Mayor

ATTEST:

Jamie Whitley
Jamie Whitley, Town Clerk

Date adopted: June 15, 2022

Motion to adopt by Commissioner Clissold

Motion seconded by Commissioner Wickstrom

Vote: 4 AYES 0 NAYS



JUN 15 2022

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